

DRAFT

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1 MAR 1968

*Submitted
#4555
for
review.*MEMORANDUM FOR: DDP/RMO

SUBJECT : Coordination of Proposal for Desensitizing Documents

1. This office concurs in the 31 January 1968 draft proposing a standardized procedure for desensitizing KAPOK and RYBAT documents.

2. We discussed Item 3e on page 3 which contains a proviso for the destruction of information copies, ~~of documents~~. The second sentence is not completely clear to us as to whether or not the "RYBAT Administrative and Support Documents" are information copies. However, ^{file} disposal schedules should include instructions for both ~~xxxxx~~ and information copies. Consequently, from a records management standpoint may we suggest wording somewhat as follows for the second sentence in 3e:

"RYBAT administrative and support documents may be desensitized by the holder without Records Officer ~~action~~ action, and should be retired or destroyed in accordance with the instructions in the Records Control Schedules."

3. We find these studies of your proposed procedures ~~very~~ very helpful in our overall Records Program development and look forward to the others.

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CIA Records Administration Officer